

 <b>VERMONT</b> <b>DEPARTMENT FOR CHILDREN AND FAMILIES</b> Family Services Division Woodside Juvenile Rehabilitation Center		<h1>116</h1>
Chapter:	Organization, Administration and Management	
Subject:	Materials and Maintenance	Page 1 of 2
Approved:	Jay Simons, Director	Effective: 9/19/2018
Supersedes	Woodside Policy and Procedure 116	Dated: 5/2013

## Purpose

To ensure that the Woodside Juvenile Rehabilitation Center is maintained as a safe and secure environment.

## Related Policies

Woodside Policy and Procedure 405A: [Bloodborne Pathogens](#)

Woodside Policy and Procedure 405C: [Preventing Illness/Disease Transmission](#)

## Policy and Procedure

### *Monthly Environmental Rounds*

Monthly environmental rounds will be completed by the Assistant Director of Operations or designee and a Nurse. All deficiencies noted on checklist be evaluated and when needed, a work order will be submitted to Buildings and General Services for resolution. The Administrative Coordinator II will submit work order(s) to Buildings General Services. All completed work orders will be attached to environmental checklists and filed.

### *Routine Repairs*

Staff are required to report any safety, security, or environmental living issues in need of repair to the Assistant Director of Operations. A work order will be submitted when applicable. The Administrative Coordinator II will submit work orders for all necessary repairs.

### *Cleaning services*

BGS will provide Housekeeping services Sunday through Friday per their staffing schedule. When bodily fluids are present, photos must be taken of the area and forwarded to the Assistant Director of Operations/designee prior to a request being made to BGS to clean bio-hazards. The Assistant Director of Operations/designee will forward the photos to the BGS cleaning staff's supervisor.

Instances requiring immediate clean up outside of BGS cleaning staffing hours must be addressed by staff immediately. For all potential infectious materials please see Woodside Policy and Procedure 405a and 405c.

 <b>VERMONT</b> <b>DEPARTMENT FOR CHILDREN AND FAMILIES</b> Family Services Division Woodside Juvenile Rehabilitation Center		116
Chapter:	Organization, Administration and Management	
Subject:	Materials and Maintenance	Page 2 of 2

### *Grounds maintenance*

The grounds are maintained by BGS to include: snow removal, lawn mowing, raking, clean up, etc. Any issues requiring immediate attention will be reported to BGS (the BGS call list will be utilized after hours).

### *Fire Exits*

All fire exits will remain free from obstructions. Staff will remove any observed obstructions. If obstructions cannot be safely removed by staff (i.e. snow, ice), BGS will be notified.

### *Sewer Pump*

If the sewer alarm is activated, contact on duty BGS staff or activate the BGS on call list.

### *Generator, Boiler Room, Electrical Room*

BGS is responsible for ensuring the power, heat, air conditioning, and water are functioning properly. On-site BGS staff will be notified immediately upon discovery that any of these systems are not working properly. The BGS on call list will be utilized to contact BGS staff after hours.